

## FAQ Supply Teaching

### Why should I choose supply teaching?

Supply teaching is a vital part of the education system. It's ideal for gaining exposure to different schools, systems and age ranges to strengthen your CV. It can help to build your confidence if you've retrained for a different age range prior to taking on a permanent post, if you're returning to teaching after a career break or you simply want to experience new schools in an area which you've relocated to. It's also advantageous if you've taken early retirement but would still like to teach a few days a week, or even if you fancy combining part-time teaching with family commitments.

Additionally, new legislation means that agency workers are now entitled to the same or no less favourable treatment as comparable employees with respect to basic employment, pay and working conditions, if and when they complete a qualifying period of 12 weeks in a particular job. Full guidance can be found on [www.bis.gov.uk](http://www.bis.gov.uk) (or ask one of our consultants).

### Why should I choose Educationline as my agency?

We are a small and friendly agency, and are fair and honest in all of our dealings with both schools and candidates. Our aim is to build up long term relationships based on trust, which means communicating honestly with schools and teachers to ensure that both are happy with any arrangements made through us.

Our supply consultants are all ex-teachers so they understand the pressures schools are under to find the right staff, and also understand the needs of our candidates and the difficulties they may sometimes face!

We won't pressure you into taking a placement you don't think is suitable for you, and we understand when things sometimes go wrong. As an agency we rely on good communication between us, schools and teachers, and with that we can provide a great experience for you in supply teaching.

### What Qualifications do I need to become a Supply Teacher?

Supply Teachers should hold UK Qualified Teacher Status (QTS). However, with many schools becoming Academies, schools are now more lenient in taking experienced specialist teachers without QTS in roles as instructors.

### **As an overseas teacher, can I work as a supply teacher?**

Overseas trained teachers from outside the European Economic Area are able to teach in England for up to four years without the need to gain QTS, provided that your visa/work permit allows you to work in the UK. You will be required to provide a police clearance check from your country of origin until you can apply for a Disclosure and Barring Service (DBS) check.

### **I'm a secondary school teacher, can I work in a primary school?**

Teachers who have qualified teacher status can move from secondary to primary and the other way round. It is slightly more difficult to move from primary to secondary education as secondary school teachers have specialist subjects that they can teach from Years 7-13.

### **What's the difference between a Cover Supervisor and a Supply Teacher?**

Despite there being many similarities between Cover Supervisors and Supply Teachers, there are also a number of differences. A Cover Supervisor is an individual who has the sole responsibility of supervising students to ensure that they remain on task. Cover Supervisors are unqualified but have previous experience in a classroom setting. A Supply Teacher however has a greater level of responsibility which includes teaching the pre-planned work, marking any work and reporting the lesson back to the absent teacher.

### **What are the challenges of Supply Teaching?**

Supply Teaching like many other teaching jobs has its challenges. Teachers sometimes have a limited time to bond and strike up a positive rapport with students and often only have a short period to prepare themselves for the lessons they are to be teaching. However, Supply Teachers are often asked to return to certain schools due to the positive impact they had whilst undergoing the supply placement. This can build a stronger rapport with students especially as if they are covering a specific class or students from a specific year group.

### **Which supply teachers are more likely to get booked?**

The teacher who is up, dressed and has downed their first cup of tea by 7.30 will definitely get the job over the teacher who is still under the duvet. When your consultant calls, be flexible about location, salary, and subject taught. Subject specialists are often called upon to teach drama, PE, and supervise lessons across a range of humanity subjects. Similarly, if you're offered ten days' work at £110 a day but your normal rate is £115, recognise that it's a good deal and consider accepting.

Check your phone messages over lunch as this is when a lot of booking is done and many assignments are dished out on a first come, first served basis. It's not uncommon for us to leave messages about one post with 10 different supply teachers: the person who checks their voicemail after school finishes at 4.00pm will miss out. Always call and let us know by 7.30am if you're too ill to carry out a booking. Phoning in and cancelling at 8.20am is a cardinal sin and will mean you are unlikely to get offered much supply in the future!

### **What type of work can I do?**

We offer daily supply work, long-term supply work such as covering a maternity leave or long-term sickness, as well as finding full-time permanent positions for teachers.

### **Will I have a choice?**

Assignment lengths vary between half a day and a full year. You choose the assignments that are right for you. We will never pressurise you into accepting a role that isn't suitable for you - we are here to work with you to find the right school with the level of time commitment you want.

### **What if I only want to work part time?**

It does not matter how many days you are free to work. We have plenty of part time and day to day roles, just make sure you contact your consultant regularly to advise when you are available.

### **How often will I be working?**

At Educationline we endeavour to get you as much work as possible, dependent on your specific needs. We are very busy all year round, and that is why we continually recruit supply staff. We do however, find that schools will ask for particular teachers by name, so making a good impression at each school you go to will ensure you stay busy!

### **How do I sign up to be a supply teacher?**

We will set up an interview with you to find out what sort of work you are looking for and to find out about your strengths and subject specialism. Treat this as a proper job interview and be honest about your abilities and preferences! We will ask you to bring certain documents with you to the interview so that we can complete your registration.

### **What checks will I need to have to be a supply teacher?**

We require that all supply staff who register with us hold a valid enhanced disclosure. We either request to see an original which we can cross-check through the DBS update service or, the member of staff must apply for an Enhanced Disclosure from the DBS through Educationline. We will ask you for the following documents:

- Enhanced DBS
- 2x teacher/teaching assistant references
- Qualification checks
- Entitlement to work checks
- Proof of ID

### **What is a DBS and how long is it valid for?**

A DBS is the common term used to refer to a background check performed by the Disclosure and Barring Service. A clear 'enhanced disclosure' from the DBS is an

essential pre-requisite for any person who wishes to work with children or vulnerable adults, regardless of their job role. Enhanced disclosure takes between three and six weeks from initial application, and you cannot work in the presence of children or vulnerable adults until this is returned.

Applicants can use the DBS update service which can be signed up for at the time of requesting the DBS check. This is then used by employers to check a potential employee's DBS certificate and reduces the need to complete the entire process each time.

### **What would I do during a normal day of supply teaching?**

For last minute supply our schools will usually contact us before 8am to request a supply teacher. We then contact our candidates immediately, and the first teacher to answer their phone and accept the assignment will get the job! The most successful supply teachers are fully prepared and able to arrive on the school premises for the start of the school day. A supply teacher's responsibilities and teaching requirements vary from school to school and day to day but you will generally be expected to:

- Arrive in good time for your placement with time to prepare
- Familiarise yourself with the school and key members of staff
- If covering for a form tutor, take the morning register
- Provide break-time supervision if required
- Complete any necessary marking for the class
- Leave the classroom in a tidy state
- Provide a brief commentary on the day - the work covered, pupil effort, any problems etc. for the returning teacher.

### **Do schools usually set work for supply teachers?**

Most of the time this is the case but not always. Most teachers plan well in advance and if the need for supply has been anticipated it is normal for a school to provide a visiting teacher with a plan for the day. If a supply teacher has to be called in at short notice it is unlikely that a specific lesson will have been prepared for them in advance. Try and give yourself as much time to prepare as possible, but always bring a few of your own resources just in case!

### **As a supply teacher, how much will I be paid and by whom?**

You will be paid through Educationline at a rate agreed with you. After a 12 week qualifying period, you will then be paid according to your position on the Main Pay Scale or Upper Pay Scale (in accordance with Agency Workers Regulation (AWR) legislation). In some cases, we will be able to negotiate your AWR rate from day one. Your daily rate of pay is calculated by dividing your annual salary entitlement by the maximum number of working days for a teacher – 195 per annum.

Daily or short term supply will not fall under AWR legislation so please speak to your consultant about the daily rate we can pay for each booking. We always negotiate with schools to achieve the best pay possible for you.

**How often do I get paid?**

All supply teachers get paid direct into their bank account at the end of each week for the hours they have worked.

**What do I need to ensure I am paid on time?**

Most of our schools sign off timesheets electronically. However, please ask your consultant if you have any queries or concerns.

**Will I be paid for travel expenses?**

No, but in special circumstances if a particularly long journey is made we may be able to contribute - we try to be as helpful as possible! The decision is made at the discretion of your consultant, but we do try to be supportive where we can.

**What is the Agency Workers Regulation (AWR)?**

The Agency Worker Regulations 2010 came into force on 1 October 2011. The regulations give agency workers the entitlement to the same or no less favourable treatment as comparable employees with respect to basic employment, pay and working conditions, if and when they complete a qualifying period of 12 weeks in a particular job. Full guidance can be found on [www.bis.gov.uk](http://www.bis.gov.uk) (or ask your consultant for more details).

**What if a school offers me a permanent position whilst I'm on supply?**

If you are placed in a school by Educationline and the school offer you a permanent contract, you would need to notify us because in most cases the school would be asked to pay an introduction fee as per our Terms of Business.

**Will my consultant seek feedback on my performance?**

Obtaining feedback from schools on the performance of our supply staff is an important part of our service. We believe that the feedback obtained is extremely beneficial to all parties involved. From our point of view, it helps us to better match candidates to each school for future assignments, and where a candidate and school are well suited, that candidate is prioritised for future bookings at the school.